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**What's Revised?**

**Policies**

- [CSOC-I-G-1-3](#), **Use and Access of CYBER Records by Non-CSOC Employees:** this issuance has been revised to include the NJSPIRIT Help Desk as the new DCF CYBER Security Administrator and their related function in regards to CYBER access, the link to the updated [CYBER Access Form](#), and the requirements for seeking reactivation if a CYBER ID is disabled due to non-use for 180-plus days.

**Forms**

- [CP&P 5-62](#) and [CP&P 5-62\(S\)](#), **Termination of Services to the Young Adult:** this revised form letter, previously titled "Termination of Services to the Adolescent Client," provides official notice to the young adult in open case status, age 18 to 21, of the Division's intent to terminate their case. The young adult's case will be terminated if the young adult:
  - requests their case be closed;
  - declines to participate in services or work on their goals;
  - does not comply with Departmental policy;
  - moves out of New Jersey;
  - has no intention of returning to New Jersey; or
  - reaches age 21

Additionally, this form letter lists the reason(s) for case closure and advises the young adult that they may contact the Administrative Hearings Unit (AHU), if they disagree with the agency's decision to terminate.

### ***Search Update:***

**The New Jersey Department of Children and Families has temporarily converted our Policy Manual search engine to utilize Google search. Users can search exclusively within the DCF Policy Manual by either typing in a keyword, policy or form title, or policy or form citation by selecting “Search DCF Policies” found throughout the Policy Manual in the Related Links shortcut box. Your search results will appear in a new Google search window. For any questions accessing Department Policies or Forms, please contact [policy@dcf.nj.gov](mailto:policy@dcf.nj.gov) for assistance.**

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